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12 January 1962

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Clandestine Services Records Management Program

*NO X*  
*Information Change System*  
1. It seems to me there has developed over the years a feeling that the Clandestine Services has not been as receptive nor as cooperative in applying standard records management techniques and principles as have other parts of the Agency. I believe this feeling stems from the fact that we think the problems of the CS are somewhat different from those you encounter elsewhere, whereas you have no reason to believe they are different to any significant degree. In an effort to promote a better understanding of our problem, I am listing below the factors which I think do make our records management program different. In addition, I have attached a copy of our annual records inventory which includes recommendation for action under the program in the coming year.

2. These are the special factors which made the conduct of a records management program in the CS unique:

a. The "official CS system" is devoted to the support of our counterintelligence mission--to personality data--and as of the present writing, nothing beyond that should be expected of it.

b. We have used the term "records management" to encompass all of the CS records procedures--procedures which the case officers deal with daily and which are promulgated by the staffs and offices directly charged with the end objective. We do not think that career records personnel can have an appreciation for or detailed knowledge of these procedures and the problems to which they relate.

c. For the above reasons, we have chosen to appoint as Records Management Officers, career operations officers for limited tours of duty. These individuals do not have the interest or the time to learn the standard records management techniques and principles except as they apply to their immediate problems.

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d. Name tracing is the very essence of the Clandestine Services business. Name tracing means a check of all available documents related to the subject regardless of the document's age. For example, Communist activity in the early life of an older individual is a factor to be considered. For this reason, we cannot apply the usual cut-off techniques in limiting the growth of many of our files. *SB. VA.*

e. An estimated 90 to 95% of our mail consists of dispatches or cables. Both of these types of correspondence have special controls and logging features which make the usual mail handling techniques inappropriate.

f. Perhaps 90 to 95% of our day-to-day references to recent correspondence are to the number of a particular cable or dispatch. This factor makes the maintenance of a current chrono file (in addition to the subject file) a real time saver which should be continued rather than discouraged. ?

g. In the CS the terms "official records" and "CS records" are synonymous and are used in identifying records indexed or controlled by RID. Other records are called "auxiliary" but many are "official" under your use of the word.

3. I think a close reading of the attached report will highlight these and other distinctions between our own and traditional views. Please return the Inventory Report when you have finished with it.

  
DD/P Records Management Officer

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Attachment:

1961 Inventory of CS Classified Records

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